WELCOME -

The NIST MEP Webinar will Begin at 2:30 PM EST

Informational Webinar – June 24, 2010

Federal Funding Opportunity: 2010-MEP-BGPD-01

National Institute of Standards and Technology (NIST)

Manufacturing Extension Partnership (MEP)

Aimee Dobrzeniecki, NIST MEP



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Information Webinar and Communication Protocols

- Webinar serves as a communication vehicle to provide an overview of the funding opportunity.
- No questions will be taken as part of this webinar.
- All questions should be presented in writing and submitted to Diane Henderson at NIST MEP, <u>Diane.Henderson@nist.gov</u>
 - Provides for transparency and ensures all answers are documented.
 - Assures questions and answers are handled consistently.
- Questions and Answers will be posted regularly on the NIST MEP Public Site, www.nist.gov/mep

Information Webinar Agenda

- Funding Opportunity Overview
- Eligibility and Cost Share
- Application/Proposal Submission
- Application Package Details
- Review Criteria
- Selection Factors
- Review and Selection Process
- Award Administration Information
- Reporting Requirements
- NIST MEP Points of Contact

Funding Opportunity Overview (1)

- Funding Opportunity Title: Manufacturing Extension Partnership (MEP) Availability of Funds for Projects to Develop and Demonstrate Integrated Tools, Training, and Methodologies for Growth Transformation and to Share with the MEP Program and Information Session for Potential Applicants.
- Funding Opportunity Description: NIST MEP invites proposals from qualified organizations for projects that address new and emerging competitive needs of manufacturers in areas consistent with the NIST MEP Program's five Strategic Growth Areas*. Funded projects will improve the competitiveness of industries in the applicant's region, and contribute to the long-term economic stability of the region.

Funding Opportunity Overview (2)

Proposals should:

- Reflect alignment with the MEP national system of extension service providers in order to maximize the potential and impact of existing resources available to manufacturers through the MEP Program.
- Include plans for integration into the MEP national system and linkages to appropriate national resources.
- The five MEP Strategic Growth Areas are: supply chain, sustainability, technology acceleration, workforce and continuous improvement.
- Please refer to the NIST MEP website at www.nist.gov/mep for the MEP Next Generation Strategy and the list of existing MEP Centers.

Funding Opportunity Overview (3)

- Federal Funding Opportunity Number: 2010-MEP-BFDP-01
- Authority:
 - -America Creating Opportunities to Meaningfully Promote Excellence in

Technology, Education, and Science Act (COMPETES) (Section 3003(f)

Competitive Grant Program)

- Funding Instrument: Cooperative Agreement
 - A support mechanism used when there will be substantial Federal scientific or programmatic involvement. Substantial involvement means that, after award, scientific or program staff will assist, guide, coordinate, or participate in project activities.

Funding Opportunity Overview (4)

- Cost Share: No cost share required for this funding opportunity per the Competitive Grant Program of the America Competes Act
- Funding Available: Up to \$3,500,000
- Eligible Applicants: Existing MEP Centers or Consortium of Centers
 - A consortium of MEP centers is strongly encouraged to adequately demonstrate the leveraging of resources and competencies tied to the strategic areas.
- Period of Performance:
 - Annual award that is renewable for a period not to exceed three (3) years total
 - Based on availability of future year funding and performance
- Expected Start Date of Project is within 30 days of award notice

Funding Opportunity Overview (5)

- The projects planned for award under this funding opportunity will be focused on the development of new tools and/or services.
- Consistent with Office of Management and Budget Guidance Implementing the Federal Grant and Cooperative Agreement Act, 43 Fed. Reg. 36860-65 (Aug. 18, 1978), NIST will have substantial involvement to include but not limited to:
 - Authority to halt immediately an activity if detailed performance specifications are not met.
 - 2. Requiring that the Recipient meet or adhere to specific procedural requirements before subsequent stages of a NIST-funded project may continue.
 - 3. Approving substantive provisions of proposed subawards, participating in the selection of subawards, approving "Requests for Proposals" or "Invitations for Bids" to be issued by the Recipient or subrecipients, and approving a subrecipient before a subaward may be awarded.

Funding Opportunity Overview (6)

- 4. Participating in selection of key personnel. The Recipient has final authority over its own personnel.
- 5. Collaborating with the Recipient by working jointly with Recipient representatives in carrying out the scope of work, training recipient personnel, or detailing Federal personnel to work on the project effort.
- Specifying direction or redirection of the scope of work due to inter-relationships with other projects such as requiring the Recipient to achieve a specific level of cooperation with other projects that may or may not be funded by NIST.

Application/Proposal Submission

Dates:

- All applications must be received or postmarked on **July 15**, **2010 NLT 5:00 pm EST**.
- Late proposals will not be reviewed.
- No allowances allowed.

Proposal Submission:

- Electronic submission: Applicants should follow application instructions provided at: www.grants.gov
- Paper submission: NIST requires an original and two (2) copies be sent to:

National Institute of Standards and Technology Manufacturing Extension Partnership c/o **Diane Henderson** 100 Bureau Drive, MS 4800 Gaithersburg, MD 20899-4800

Application Package Details (1):

Complete applications/proposals must, at a minimum, include the following forms and documents and meet the following requirements identified in 15 CFR 292.1(e) and (f), which are:

Required Forms*:

• SF-424,	Application for Federal Assista	ance
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[•] SF-424A Budget Information Non-Constructions

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• SF-424B Assurances Non-construction
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CD-511 Certification Regarding Lobbying

SF-LLL Disclosure of Lobbying Activities (if applicable)

^{*}Forms are available as part of the Grants.gov application kit

Application Package Details (2):

Proposal Requirements:

In addition to the required forms the proposal must include:

- An executive summary summarizing the planned project consistent with the Evaluation Criteria stated in this funding opportunity and the Federal Register notice for this solicitation.
- A description of the planned project sufficient to permit evaluation of the proposal in accordance with the proposal Evaluation Criteria stated in this funding opportunity and the Federal Register notice for this solicitation.
- A budget for the project which identifies all sources of funds and which breaks out planned expenditures by both activity and object class (e.g., personnel, travel, etc.).
- A description of the qualifications of key personnel who will be assigned to work on the proposed project.
- A statement of work that discusses the specific tasks to be carried out, including a schedule of measurable events and milestones.

Application Package Details (3):

Proposal Format:

- The proposal must not exceed 25 typewritten pages in length for the basic proposal document
 - The proposal must be responsive to the criteria's outlined in the FFO.
- Additional appendices of relevant supplementary information may be provided but are not considered part of the official response of the FFO.
- The proposal must contain both technical and cost information.
- The proposal page count shall include every page including pages that contain words, table of contents, executive summary, management information and qualifications, resumes, figures, tables, and pictures.

Review Criteria:

- All qualified proposals will be evaluated based on the applicant's ability to align and integrate the following program criteria to NIST MEP's Next Generation Strategy:
 - Demonstration that the proposed project outputs and objectives are aligned with and will meet the technical assistance needs of technical assistance providers and manufacturers.
 - Development methodology and leverage of existing resources.
 - 3. Degree of integration with the manufacturing extension partnership.
 - 4. Coordination with other relevant organizations.
 - 5. Program evaluation.
 - 6. Management experience and plans.
 - 7. Financial plan.

Applicants may not submit replacement and/or revised pages and/or documents for a Proposal once submitted unless specifically requested by NIST.

Selection Factors

- The Selecting Official, the Director of the NIST MEP Program, anticipates recommending proposals for funding in rank order of scores based on the criteria listed above unless a proposal is justified to be awarded out of rank order based on one or more of the following selection factors:
 - Availability of Federal funds.
 - Appropriate consideration for coverage of all five MEP Strategic Growth Areas.
 - Whether this project duplicates other projects funded by Department of Commerce or other Federal agencies.

Review and Selection Process – 3 Phases

1. Proposal Qualifications

- All proposals will be reviewed by NIST to assure that they are complete and responsive.
- All complete and responsive proposals will be designated qualified proposals; all others will be disqualified at this phase of the evaluation and selection process.

2. Proposal Review & Selection of Finalists

- NIST will appoint an evaluation panel to review and evaluate all proposals in accordance with the evaluation criteria
- All proposals will be numerically ranked and then submitted to the Selecting Official, the Director of the NIST MEP Program for selection based on the ranking
- A site visit may be required to make full evaluation of a proposal. If NIST determines that site visits are necessary, the site visits would take place after the review panel conducts its initial review.

Review and Selection Process – 3 Phases

3. Award Determination

- The Selecting Official, shall select awardees based on total evaluation scores/rank and the selection factors provided above and make funding recommendations to the NIST Grants Officer.
- Upon the final award decision, a notification will be made to each of the proposing organizations.
- All 3 selection factors will be considered in making an award.

Award Administration Information

- Anticipated announcement and Award date September 2010
- Award Notices Each successful finalist will receive a cooperative agreement award document from the NIST Grants Officer
- Administrative and National Policy Requirements The Department of Commerce (DOC) Pre-award Notification Requirements for Grants and Cooperative Agreements, FRN of Feb 11, 2008, are applicable to this notice.
- Funding Availability and Limitation of Liability The funding periods and funding amounts reference in this notice and request for proposals are subject to the availability of funds and DOC and NIST priorities at the time of award.

Reporting Requirements

 Reporting Requirements are described in the DOC Financial Assistance Standard Terms and conditions dated March 2008

http://oamweb.osc.doc.gov/docs/GRANTS/DOC%20STCsMAR08Rev.pdf.

- SF-425 Federal Financial Report Shall be used in place of the SF-269 and SF-272 under the Uniform Administrative Requirements.
- Financial and Technical Reporting Schedule Detailed Financial and Technical reports shall be submitted in the format and on a scheduled basis per 15CFR 14.51 and 14.52.
- Technical Activity and performance Reporting Technical reports shall contain information as prescribed in 15 CFR Part 14.51.
- Post client Project Follow-up For demonstration activities, as applicable, the recipient shall provide client and project data in the specified format to the organization identified by NIST/MEP in order for post-project follow-up data to be obtained.
- Automated Standardized Application for Payment System (ASAP) In order to receive payments
 for services, recipients will be required to register to the Dept of Treasury. More information regarding
 ASAP can be found on-line at www.fms.treas.gov/asap/index.html.

NIST MEP Points of Contacts Regarding this Funding Opportunity

Alex Folk - Manager, Center Operations 301-975-8089, <u>alex.folk@nist.gov</u>

Diane Henderson - Business Liaison Specialist 301-975-5105, diane.henderson@nist.gov

All questions should be submitted in writing to Diane Henderson – <u>diane.henderson@nist.gov</u>

All questions and answers will be posted to the NIST MEP public website on an ongoing basis: www.nist.gov/mep

Thank You!

